



**CITY OF REDMOND**  
**ADDENDUM TO SUBMITTAL**  
**REQUIREMENTS**

January 8, 2003

**\*\*\* Important \*\*\***

**Please be aware that as of February 1<sup>st</sup>, 2003, all Land Use applications will be taken during appointments only. Appointments can be made in person or by calling the on-call planner at 425-556-2494. Available time slots are as follows:**

**Monday: 8:30-10, 10-11:30, 1-2:30 and 2:30 to 4**

**Tuesday: 8:30-10 and 10 to 11:30**

**Please note that there are several changes being made to the City of Redmond Submittal Requirement checklists. The following items are not included in the forms, however these items are required for completeness effective immediately:**

1. Three (3) sets of self-adhesive mailing labels containing the names and addresses of all property owners within **500** feet of the subject site, keyed to a copy of the assessor map identifying all properties receiving notification. **If necessary, the radius of 500 feet shall be expanded to include at least 20 different property owners.**
2. Nine (9) copies of a City of Redmond SEPA Checklist and one (1) copy of a SEPA Application Form are required with a complete response provided to all questions. **You must provide a completed SEPA application form** even if the project is exempt from SEPA.
3. One copy of an 8-1/2" x 11" vicinity map suitable for public notice purposes.
4. One copy of an 8-1/2" x 11" site layout plan suitable for public notice purposes.
5. Permit tracking data entry form.
6. Pre-Application Information including:
  - Dates of most recent Pre-Application meetings for both Design Review Board and Technical Committee (fee credits cannot be determined without this information)
  - Pre-Application meeting file numbers (only if pre-application meeting was held on or after October 28, 2002)
7. All plans must be folded and grouped in sets (each set to include one of each type of plan). Architectural fold is preferred.

If you have any questions concerning these items or any other submittal requirements, please contact the Planner of the Day at the Permit Center in City Hall, or you may call a Planner at 425-556-2494.



**CITY OF REDMOND**  
**APPLICATION REQUIREMENTS FOR:**  
**ACCESSORY DWELLING UNIT PERMIT**

Project \_\_\_\_\_

Date \_\_\_\_\_

**Please note** that the submittal requirements noted below may change periodically. To assure that you have the most current requirements, please contact the City of Redmond Permit Center at 425-556-2473. These submittal requirements are dated **January 1, 2003**.

Applications delivered by courier or by mail **will not be accepted**.

**I. APPLICABILITY**

Applications for Accessory Dwelling Unit Permits (as defined in Section 20C.30.35) must submit the following information as described below.

**II. PROFESSIONAL PREPARATION**

Accessory Dwelling Unit Permit applications may need to be prepared professionally. This determination will occur either during a pre-application conference or when the Technical Committee has reviewed the application for completeness.

The applicant shall check each item below to confirm the item is included in the application. The following information must be submitted with the application:

**III. GENERAL**

- \_\_\_A. Completed General Application Form
- \_\_\_B. Application Fees
- \_\_\_C. Vicinity Map with labeled streets and north arrow
- \_\_\_D. A copy of any covenants, conditions and restrictions (CC & R's) affecting the property. If there are no CC & R's affecting the property, a written statement that indicates no CC & R's affect the proposal shall be submitted.
- \_\_\_E. Legal description and King County Tax Assessment Number for the property.
- \_\_\_F. Three sets of self adhesive mailing labels containing the names and addresses of property owners within 300 feet of the subject property keyed to a copy of the assessor map identifying all properties receiving notification (available at the King County Assessor's Office).
- \_\_\_G. Evidence of ownership (copy of title or tax statement) and evidence of legal residence (copy of voter registration, vehicle registration, or similar means).

\_\_\_H. 10 (ten) copies of a site plan (prepared by an Architect certified in the State of Washington if valuation is over \$50,000), drawn to scale, showing the following information:

1. Location of property lines
2. Location and dimensions of the primary unit and proposed ADU.
3. Exterior building elevation changes, if any, to primary dwelling and/or detached structure, and location of parking to serve accessory unit.
4. Floor plan(s) of structure within which the ADU is proposed.
5. Location of any structures (and their uses) within 50 feet of subject property.
6. Location of any Sensitive Areas (as defined in Section 20C.40 of the Redmond Community Development Guide) on the subject property.
7. Location, and species of existing trees 4 inches or greater (in diameter measured 4 /12 feet above grad) on and within 15 feet of the subject property, together with notations as to which trees are proposed for removal.
8. Distances between existing and proposed structures.
9. Total impervious surface proposed on the site.
10. Location of nearest fire hydrant
11. Location of proposed and existing utilities and utility easements.

\_\_\_I. Affidavit of ownership/occupancy and parking status (see attached affidavit).

\_\_\_J. Accessory Dwelling Unit Permit worksheet (see attached worksheet)

NOTE: Approval of the Accessory Dwelling Unit Permit does not exempt the proposal from any covenant, condition or restriction that may be in effect at the time of issuance. It is the owners responsibility to comply with any CC & R's; City review of covenants are not intended to be a determination of compliance.

The above noted items must be submitted to the City of Redmond Permit Center in its entirety prior to any application considered to be complete.

Additional information may be required by the Technical Committee. The applicant will be notified if additional information is necessary.

Please Note: In order to help work out potential problems, if any, before formal submittal, the City of Redmond encourages applicants to attend a pre-application conference with the Technical Committee. Application submittal requirements for pre-application meetings are available at the Permit Center. Conferences are scheduled in person at the Permit Center and are only scheduled when all pre-application meeting submittal requirements have been submitted.

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Applicant or Representative

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Date

## AFFIDAVIT OF OWNER - OCCUPANCY AND ON-SITE PARKING

I understand that for the purposes of establishing an accessory dwelling unit in the City of Redmond the single family dwelling in which such a unit is created must be owner-occupied, per Section 20C.30.35-030(5) of the Redmond Community Development Guide.

Owner occupancy is defined as a property owner, as reflected in title records, who makes his or her legal residence at the site, as evidenced by voter registration, vehicle registration, or similar means, and actually resides at the site more than nine months out of any given year.

Also, Section 20C.30.35-030(6) Parking - stipulates that the dwelling in which the accessory dwelling unit is provided shall have adequate off-street parking, in addition to that which is required for the single family dwelling. One additional off-street parking space must be provided for the accessory dwelling unit. Off-street parking includes private garages, carports, or off-street areas reserved for vehicles.

I hereby acknowledge compliance with the owner-occupancy and parking provisions of the Redmond Community Development Guide, Section 20C.30.35 Accessory Dwelling Units.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

20C.30.35-040 Penalty for Violations - In addition to all other penalties provided elsewhere in the Redmond Municipal Code and Community Development Guide, each owner of a structure who maintains or permits an accessory unit therein in violation of any provision of this Section 20C.30.35, shall be subject to a civil penalty in the amount of One Hundred Dollars (\$100) per day, for each day the violation is allowed to persist after receiving notice thereof from the Code Administrator.

## ACCESSORY DWELLING UNIT PERMIT WORKSHEET

(to be filled out by applicant)

Please provide the following information in the spaces provided. If the information requested is not applicable, state "Not Applicable" next to that item. Every question must be answered in order for the application to be deemed complete.

1. The proposed accessory dwelling unit will be: (circle appropriate answer)
  - a. located within the primary dwelling unit
  - b. located within a detached structure on the same lot as that of the primary dwelling unit
  - c. located within a detached garage structure on the same lot as that of the primary dwelling unit
2. What is the total size, in square feet of the primary dwelling unit? \_\_\_\_\_
3. What is the total size, in square feet, of the proposed ADU (including any proposed garage area if within a detached structure)? \_\_\_\_\_
4. If the proposed ADU will be located above, or within a detached garage structure, please provide the square footage of the garage area **only**. \_\_\_\_\_
5. Are there any interior or exterior modifications proposed to the primary dwelling unit (or to the detached structure, if applicable)? If so, please describe. (Attach separate page if necessary.)
  
  
  
  
  
  
  
  
  
  
6. Are there any modifications to existing codes or regulations being sought for this proposal? If so, please describe.